

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

TEL: 603-624-6543 (VOICE/TTY)

FAX: 603-628-6065

APPLY ONLINE AT: www.Manchesternh.gov



VICTIM WITNESS ADVOCATE (PART-TIME)

(Announcement No. R-088-07)

Starting Salary: \$15.69 per hour – plus pro-rated benefits, no medical
20 hours week

THE JOB:

Provides support and technical advice to witnesses and victims of crimes throughout all phases of the Criminal Justice System. Serves as a caseworker for witness/victims of crimes, including providing guidance and advice as to the functions and purposes of various stages of case investigations and court procedures. Serves as an advocate for victims in criminal cases to relay their concerns to the court system and provides information pertinent to a criminal case; provides initial counseling for victims and coordinates long term professional counseling as needed. Performs related duties.

MINIMUM

QUALIFICATIONS:

BS in Social Work, Psychology or closely related field and 3 years experience in social service delivery; or any equivalent education and training.

NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodations, as determined by medical exam.

APPLICATION

PROCEDURES:

Although submission of a resume is optional, candidates must complete a City of Manchester Employment Application, available at above address.

OPENING DATE:

Wednesday, Dec. 12, 2007

CLOSING DATE:

Open until filled

OFFICE HOURS:

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

The City of Manchester is an Equal Employment Opportunity Employer

*****PLEASE POST*****